



Human Resources Shared Service Center Job Analysis Record

POSITION TITLE & SERIES:	Supervisory IT Specialist, GS-2201	GRADE(s)	15
ORGANIZATION NAME	Region 7, Office of Policy and Management Information Technology Branch	LOCATION	Lenexa, KS
HUMAN RESOURCES SPECIALIST (HRS)		PHONE#: FAX#:	
HRS SIGNATURE		DATE	
SUBJECT MATTER EXPERT (SME)	Ben Krehbiel	PHONE#: FAX#:	913-551-7223
SME SIGNATURE		DATE	11/17/2016

CRITICAL: SAFEGUARDING OF INFORMATION AS A SUBJECT MATTER EXPERT (SME)

As the designated Subject Matter Expert for the above position, you agree to work in collaboration with the designated HRS and hiring organization, and acknowledge that you must maintain the confidentiality of all information by not discussing nor disclosing information about the recruitment action with unauthorized personnel or potential applicants. This includes all information about the recruitment beyond that contained in the vacancy announcement (i.e., job analysis, the scoring and weighting of questions, and applicants' information and individual ratings). **Safeguard all materials while they are in your possession.** Documents should be maintained in a locked file cabinet and shredded after they have been forwarded to the Shared Service Center.

In addition, you must withdraw from serving as an SME if you, a relative or member of your household intend to apply for the position in which you've been nominated to serve as an SME. Under these circumstances, you must immediately notify the selecting official so that another person can be designated to serve as the Subject Matter Expert. In rare instances, when it is not possible to appoint a new Subject Matter Expert, and you, your relative, or member of your household intend to apply for the position, you are required to provide a written notification to the appropriate HR Shared Service Center Director at least five working days prior to the submission of the application.



